

May 4, 2015

Department of Environmental Quality  
900 East Main Street, 8th Floor  
Pocahontas Building  
Richmond, Virginia 23219

RE: Virginia Pollutant Discharge Elimination System (VPDES) Permit No. VAR040129  
Municipal Separate Storm Sewer System (MS4) Annual Report 2013-2014

To whom it may concern:

This letter is in response to the Federal Correctional Complex Petersburg (FCCP) MS4 annual report review conducted by VDEQ. The annual report was submitted on January 12, 2015.

<b>Background Information</b>		
<b>Requirement</b>	<b>VDEQ Comment</b>	<b>FCCP Response</b>
Permit II.E.3.a(5)	Provide a signed certification statement.	<b>A signed copy of the certification statement is included in the revised 2013-2014 annual report.</b>
Permit II.E.3.c	Confirm that FCCP did not collect any water quality samples as part of illicit discharge inspections, or include any monitoring data collected during the reporting period.	<b>Correct - FCCP did not collect any water quality samples as part of illicit discharge inspections during the reporting period. Outfall screenings will be conducted in subsequent reporting cycles as described in Section 5.3.1 of the revised 2013-2014 annual report.</b>
Permit II.E.3.f	Confirm that FCCP is not relying on another government entity to satisfy some of the state permit obligations.	<b>Correct – FCCP is not relying on another government entity to satisfy any state permit obligation. A statement confirming this has been added to Section 1.0 of the revised 2013-2014 annual report.</b>
Permit II.E.3.g	Confirm that FCCP has no programs needing approval pursuant to Section II C, or the progress towards achieving full approval of these programs.	<b>Correct – FCCP has no program needing approval pursuant to Section II C, or the progress towards achieving full approval of these programs. A statement confirming this has been added to Section 1.0 of the revised 2013-2014 annual report.</b>
Permit II.E.3.h	Confirm the Chesapeake Bay TMDL Action Plan is being developed in accordance with the schedule in Table 1.	<b>Correct – FCCP is developing a Chesapeake Bay TMDL Action Plan. The plan will be submitted by October 1, 2015 with the 2014-2015 annual report in accordance with deadlines provided in VDEQ Guidance Memo No. 14-2012.</b>
<b>Minimum Control Measure 1 - Public Education and Outreach on Stormwater Impacts</b>		
Permit 11.8.1.g(1)	Provide a list of education and outreach activities conducted during the reporting period	<b>FCCP did not conduct education and outreach activities during this reporting cycle. FCCP developed the initial public education and outreach program, identified target populations, and determined high-priority water quality issues that will be addressed in subsequent reporting cycles as described in Section 5.1.1 of the revised 2013-2014 annual report.</b>

<b>Minimum Control Measure 2 - Public Involvement/Participation</b>		
Permit II.B.2.d(1)	Provide a screenshot of the facility's intranet stormwater page, showing links to the updated Program Plan and the 2013-2014 Annual Report.	Screenshots of the facility's intranet stormwater page are provided in Appendix B of the revised 2013-2014 annual report.
Permit II.B.2.d(2)	Provide documentation of compliance with the public participation requirements of this section.	FCCP did not conduct public participation activities, other than developing the stormwater intranet site, during this reporting cycle. FCCP developed the initial Public Involvement and Participation program. FCCP will participate through promotion, sponsorship, or other involvement, in a minimum of four local activities annually. Documents demonstrating compliance will be provided in subsequent reporting cycles as described in Section 5.2.1 of the revised 2013-2014 annual report.
<b>Minimum Control Measure 3 - Illicit Discharge Detection and Elimination</b>		
Permit II.B.3.f(2)	Confirm that no outfalls were screened during the reporting year, or provide the screening results, and detail of any follow-up actions necessitated by the screening results.	Correct - FCCP did not screen outfalls during the reporting period. Outfall screenings will be conducted in subsequent reporting cycles as described in Section 5.3.1 of the revised 2013-2014 annual report.
Permit II.B.3.f(3)	Confirm that outfall screening did not result in any illicit discharge investigations.	Correct - FCCP did not screen outfalls during the reporting period. Outfall screenings will be conducted in subsequent reporting cycles as described in Section 5.3.1 of the revised 2013-2014 annual report.
<b>Minimum Control Measure 6 - Pollution Prevention/Good Housekeeping for Municipal Operations</b>		
Permit II.B.6g(1)	Provide a summary report on the development and implementation of the daily operational procedures (fueling, chemical and oil storage and handling, vehicle maintenance and washing, etc.).	A summary on the development and implementation of the daily operational procedures was added to Section 5.6.1 of the revised 2013-2014 annual report.
Permit II.B.6g(2)	Confirm that one SWPPP has been developed that covers all high-priority facilities identified in the annual report.	Correct - FCCP developed a single SWPPP. The SWPPP is provided in Appendix I of the MS4 Program Plan. A copy is also included with this letter.

Please contact me at 804-733-7881 with any questions regarding the revised FCCP annual report.

Sincerely,



Dennis Forman



## **FEDERAL CORRECTIONAL COMPLEX PETERSBURG MS4 Annual Report**

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**Submitted on:**  
January 6, 2015

**Updated on:**  
May 4, 2015



**Federal Correctional Complex Petersburg**  
**Small Municipal Separate Storm Sewer System**  
**(MS4 Program)**

**Annual Report**  
**July 1, 2013 through June 30, 2014**

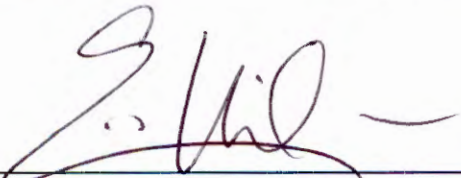
**VPDES Permit:** VAR040129  
**Effective Date:** April 1, 2013  
**Expiration Date:** March 31, 2018

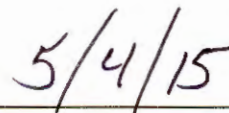
**Submittal Date:** January 6, 2015  
**Updated:** May 4, 2015

**Submitted to:**  
Department of Environmental Quality  
900 East Main Street, 8<sup>th</sup> Floor  
Pocahontas Building  
Richmond, Virginia 23219

**Authorized Program Signature Certification**

*"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."*

  
\_\_\_\_\_  
Eric. D Wilson  
Warden  
FCC Petersburg

  
\_\_\_\_\_  
Date

## TABLE OF CONTENTS

<b>1.0</b>	<b>BACKGROUND INFORMATION.....</b>	<b>5</b>
<b>2.0</b>	<b>MS4 PROGRAM EVALUATION.....</b>	<b>7</b>
<b>2.1</b>	<b>Record Keeping .....</b>	<b>7</b>
<b>2.2</b>	<b>Modifications .....</b>	<b>7</b>
2.2.1	Roles and Responsibilities Modifications .....	7
2.2.2	Outfalls Modifications .....	8
<b>3.0</b>	<b>TMDLS OTHER THAN CHESAPEAKE BAY TMDLS .....</b>	<b>9</b>
<b>3.1</b>	<b>Status of compliance with state permit conditions .....</b>	<b>9</b>
<b>3.2</b>	<b>Assessment of the appropriateness of this BMP .....</b>	<b>9</b>
<b>3.3</b>	<b>Progress towards achieving the identified measurable goals for the MCM .....</b>	<b>9</b>
<b>4.0</b>	<b>CHESAPEAKE BAY TMDL .....</b>	<b>10</b>
<b>4.1</b>	<b>Status of compliance with state permit conditions .....</b>	<b>10</b>
<b>4.2</b>	<b>Assessment of the appropriateness of this BMP .....</b>	<b>10</b>
<b>4.3</b>	<b>Progress towards achieving the identified measurable goals for the MCM .....</b>	<b>10</b>
<b>5.0</b>	<b>MINIMUM CONTROL MEASURES.....</b>	<b>11</b>
<b>5.1</b>	<b>MCM-1 Public Education and Outreach .....</b>	<b>11</b>
5.1.1	Status of compliance .....	11
5.1.2	Assessment of the Appropriateness .....	11
5.1.3	Measurable goals .....	11
5.1.4	Summary of stormwater activities planned for next reporting cycle .....	11
5.1.5	Changes to MCM and steps to correct deficiencies.....	12
<b>5.2</b>	<b>MCM-2 Public Involvement and Participation .....</b>	<b>13</b>
5.2.1	Status of compliance .....	13
5.2.2	Assessment of the Appropriateness .....	13
5.2.3	Measurable goals .....	13
5.2.4	Summary of stormwater activities planned for next reporting cycle .....	13
5.2.5	Changes to MCM and Steps to Correct Deficiencies.....	14
<b>5.3</b>	<b>MCM-3 Illicit Discharge Detection and Elimination.....</b>	<b>15</b>
5.3.1	Status of compliance .....	15
5.3.2	Assessment of the Appropriateness .....	15
5.3.3	Measurable goals .....	16
5.3.4	Summary of stormwater activities planned for next reporting cycle .....	16
5.3.5	Changes to MCM and steps to correct deficiencies.....	16
<b>5.4</b>	<b>MCM-4 Construction Site Stormwater Control .....</b>	<b>17</b>
5.4.1	Status of compliance .....	17

5.4.2	Assessment of the Appropriateness .....	17
5.4.3	Measurable goals .....	17
5.4.4	Summary of stormwater activities planned for next reporting cycle .....	17
5.4.5	Changes to MCM and steps to correct deficiencies.....	17
<b>5.5</b>	<b>MCM-5 Post-Construction Stormwater Management .....</b>	<b>18</b>
5.5.1	Status of compliance .....	18
5.5.2	Assessment of the Appropriateness .....	18
5.5.3	Measurable goals .....	18
5.5.4	Summary of stormwater activities planned for next reporting cycle .....	18
5.5.5	Changes to MCM and steps to correct deficiencies.....	18
<b>5.6</b>	<b>MCM-6 Pollution Prevention and Good Housekeeping .....</b>	<b>19</b>
5.6.1	Status of compliance .....	19
5.6.2	Assessment of the Appropriateness .....	20
5.6.3	Measurable goals .....	20
5.6.4	Summary of stormwater activities planned for next reporting cycle .....	21
5.6.5	Changes to MCM and steps to correct deficiencies.....	21

## **Appendices**

Appendix A - Supporting documents for MCM 1-Public Education and Outreach  
Appendix B - Supporting documents for MCM 2-Public Involvement and Participation  
Appendix C - Supporting documents for MCM 3-Illicit Discharge Detection and Elimination  
Appendix D - Supporting documents for MCM 4-Construction Site Stormwater Control  
Appendix E - Supporting documents for MCM 5-Post Construction Stormwater Management  
Appendix F - Supporting documents for MCM 6-Good Housekeeping and Pollution Prevention  
Appendix G - VSMP General Permit Registration Statement

## **1.0 BACKGROUND INFORMATION**

The Federal Correctional Complex Petersburg (FCCP) operates a small MS4 that is regulated under the Clean Water Act and the Virginia Stormwater Management Act. FCCP is required to develop, implement, and maintain a MS4 Program that meets the following goals:

- Reduce the discharge of pollutants to the “maximum extent practicable” (MEP)
- Protect water quality
- Satisfy the appropriate water quality requirements of the Clean Water Act and regulations

To ensure that these goals are met, FCCP obtained authorization to discharge stormwater from its small MS4 by registering under and complying with the General VDEPS Permit for Discharges of Stormwater from Small MS4s. FCCP’s registration number under the General Permit is VAR040129 and is effective from April 1, 2013 through March 31, 2018. FCCP must reapply for continued permit coverage ninety (90) days prior to the expiration date of the permit.

The General Permit establishes conditions and requirements that FCCP must comply with in order to ensure that the MS4 Program is developed, implemented, and managed appropriately. The requirements include the following six minimum control measures (MCMs).

- Public Education and Outreach
- Public Involvement and Participation
- Illegal Discharge Detection and Elimination
- Construction Site Stormwater Control
- Post-Construction Stormwater Management
- Good Housekeeping and Pollution Prevention

For each of the above MCMs, FCCP must develop, implement, and define measurable goals, Best Management Practices (BMPs), and schedules, as well as identify the responsible department for each’s implementation.

In addition to the six MCMs, FCCP is required to address the following two special conditions in order to satisfy the appropriate water quality conditions:

- Special conditions for approved Total Maximum Daily Loads (TMDLs) other than the Chesapeake Bay TMDL
- Special condition for the Chesapeake Bay TMDL.

The MS4 Program Plan must be updated annually in conjunction and submission of an MS4 Annual Report. The MS4 Program Plan details the commitments necessary to comply with the General Permit for each of the MCMs and the special conditions. It became effective April 1, 2013 and was updated, effective January 6, 2015, to include the following: Public Education Outreach Plan; Illicit Discharge Detection and Elimination Procedures; Operator-Owned Stormwater Management Facility Inspection Procedures; Stormwater Pollution Prevention Locations; Nutrient Management Plan (NMP) Locations; and Training Schedule and Program, as required by 9VAC25-890-40, General Permit, Table 1. The MS4 must be updated in accordance with Table 1 below.

Table 1: Schedule of MS4 Program Plan Updates Required in this Permit	
Program Update Requirements	Update Completed By
Public Education Outreach Plan	Completed December 2014
Illicit Discharge Procedures	
Operator-Owned Stormwater Management Inspection Procedures	
SWPPP Locations	
Nutrient Management Plan (NMP) Locations	
Training Schedule and Program	24 months after permit coverage
TMDL Action Plans for applicable TMDLs approved before July 2008	
Chesapeake Bay TMDL Action Plan	
Stormwater Management Progressive Compliance and Enforcement	
Daily Good Housekeeping Procedures	36 months after permit coverage
TMDL Action Plans for applicable TMDLs approved between July 2008 and June 2013	
Outfall Map Completed	48 months after permit coverage
SWPPP Implementation	60 months after permit coverage
NMP Implementation	

FCCP is not relying on another government entity to satisfy some of the state permit obligations and has no programs needing approval pursuant to Section II C, or the progress towards achieving full approval of these programs.



## **2.0 MS4 PROGRAM EVALUATION**

FCCP must annually evaluate its Program Plan for the following: 1) compliance, 2) appropriateness of BMPs, and 3) progress toward achieving measurable goals. As part of the evaluation of the appropriateness of BMPs, FCCP will evaluate the effectiveness of BMPs in addressing discharges into impaired waters as defined in the 2012 305(b)/303(d) Water Quality Assessment Integrated Report.

### **2.1 Record Keeping**

FCCP must keep records required by the VSMP General Permit for at least three years. Records must be made available to the permitting authority only upon specific request. FCCP must make the records available to the public at reasonable times during regular business hours.

### **2.2 Modifications**

It is anticipated that modifications to the Program Plan will occur throughout this permit cycle as part of the iterative process to reduce the pollutant loadings and to protect water quality. As such, modifications made in accordance with the Small MS4 General Permit do not require modification of this permit, unless it is determined that the changes meet criteria specified by 9VAC25-870-630 or 9VAC25-870-650. Updates and modifications to this Program Plan may be made throughout the life of this permit in accordance with the following procedures:

- Additions to the Program Plan will be reported as a part of the Annual Report;
- Updates and modifications to standards, specifications, schedules, operating procedures, ordinances, manuals, and checklist must be consistent with the Small MS4 General Permit and follow applicable public notice and participation requirements and are to be documented in the following annual report; and
- Modifications such as replacing or eliminating ineffective or infeasible strategies may be requested. Such request should include: justification, expectations for replacement(s), analysis of replacement, schedule, etc.

#### **2.2.1 Roles and Responsibilities Modifications**

The roles and responsibilities of each of FCCP's departments that are responsible for implementing MCMs under the MS4 Program Plan include the following:

- Eric D. Wilson, Warden/CEO
- Richard Engel, Associate Warden
- Dennis Forman, Facility Manager
- Bob Nannery, Environmental and Safety Compliance Administrator

These roles and responsibilities will be evaluated annually and any modifications will be provided in the Annual Report.

## 2.2.2 Outfalls Modifications

The following table provides information on the outfalls from FCCP. No new outfalls were identified during the permit year.

MS4 outfall identifier	Estimated MS4 acreage covered	Name of receiving water	HUC	Applicable TMDLs
Outfall 1	90	Appomattox River	02080207	E. coli
Outfall 2	55			
Outfall 3	19			
Outfall 4	16			
Outfall 5	14			
Outfall 6	37	N/A	N/A	N/A
Outfall 7	11	N/A	N/A	N/A
Outfall 8	48	N/A	N/A	N/A
Outfall 9	45	N/A	N/A	N/A

### **3.0 TMDLS OTHER THAN CHESAPEAKE BAY TMDLS**

The General Permit for Discharges of Stormwater from small MS4s contains special conditions for approved Total Maximum Daily Loads (TMDL) other than the Chesapeake Bay TMDL (i.e., local TMDL). An approved local TMDL may allocate a wasteload to FCCP that identifies a pollutant or pollutants for which additional stormwater controls are necessary for the surface waters to meet water quality standards. FCCP will address pollutants where a wasteload has been allocated to FCCP in an approved TMDL. There are currently no wasteload allocations for FCCP.

FCCP drains directly to the Appomattox River, which has been listed for the following impairments: Fecal Coliform, 1998 (TMDL approved in 2004, impairment was switched to E. coli. in 2008); PCB, 2002 (TMDL expected in 2015); and aquatic plants (Macrophytes), 2008.

While there is a TMDL for the Appomattox River, there is no wasteload allocated to FCCP and as such, there is no regulatory requirement for FCCP to actively address this pollutant in their stormwater discharges. However, it is recognized that FCCP was not known to be an MS4 operator at the time of the TMDL development and, as such, will develop an Action Plan to address E. coli. in stormwater discharges by June 30, 2015.

#### **3.1 Status of compliance with state permit conditions**

There are no requirements for Year 1.

#### **3.2 Assessment of the appropriateness of this BMP**

There are no requirements for Year 1.

#### **3.3 Progress towards achieving the identified measurable goals for the MCM**

There are no requirements for Year 1.

#### **4.0     CHESAPEAKE BAY TMDL**

In accordance with the Federal Clean Water Act, the EPA has directed Chesapeake Bay States and the District of Columbia to develop and implement a TMDL to reduce nutrient and sediment pollution to the Bay. This TMDL establishes how much nitrogen, phosphorus, and sediment can be allowed to flow into the Bay while maintaining a water quality standard that will allow for improved water quality and aquatic habitats.

FCCP is located along the Appomattox River, which is a part of the James River Basin. In accordance with the procedures outlined in the General Permit for Small MS4s, the FCCP has estimated loads for nitrogen, phosphorus, and sediment from impervious and pervious surfaces and the pollutant load reduction requirements from those sources for three 5-year permit cycles.

In accordance with the General Permit, the reductions for the first permit cycle are 1.1 lbs/year, 8 lbs/year, and 469 lbs/year for phosphorus, nitrogen, and total suspended solids, respectively. The existing pollutant of concern loads must be reduced by an additional seven times during the second permit cycle.

##### **4.1     Status of compliance with state permit conditions**

There are no requirements for Year 1.

##### **4.2     Assessment of the appropriateness of this BMP**

There are no requirements for Year 1.

##### **4.3     Progress towards achieving the identified measurable goals for the MCM**

There are no requirements for Year 1.

## **5.0 MINIMUM CONTROL MEASURES**

### **5.1 MCM-1 Public Education and Outreach**

#### **5.1.1 Status of compliance**

FCCP was required to complete the Public Education and Outreach Program by June 30, 2014, to be included in the October 1, 2014 Annual Report. The MS4 Program Plan was updated to include the Public Education and Outreach Program. Goals of this program include:

- Increasing the public's knowledge about the steps that can be taken to reduce stormwater pollution, with a priority on reducing impacts to local pollution concerns (e.g., Chesapeake Bay and Appomattox River TMDLs);
- Increasing the public's knowledge of hazards associated with illegal discharges and improper disposal of waste (including legal implications); and
- Implementation of a diverse program targeted towards audiences most likely to have significant stormwater impacts.

During this reporting cycle, FCCP developed the initial public education and outreach program, identified target populations, and determined high-priority water quality issues that will be addressed in subsequent reporting cycles.

#### **5.1.2 Assessment of the Appropriateness**

This BMP is effective in addressing discharges into the Appomattox River as it promotes public education and awareness.

#### **5.1.3 Measurable goals**

FCCP has identified the following measurable goals for evaluating compliance with the General Permit:

- FCCP will distribute public education and outreach materials to the target audiences for high-priority water quality issues as described in the MS4 Program Plan;
- FCCP will reach, at a minimum, 20% of the population for each high-priority issue target audience annually;
- FCCP will, as necessary, develop new educational materials or modify existing ones to more appropriately address the identified target audiences;
- FCCP will provide for public input in the evaluation of the Public Education and Outreach Program prior to reapplication for MS4 Permit Coverage in Permit Year 5.

#### **5.1.4 Summary of stormwater activities planned for next reporting cycle**

The Public Education and Outreach Program will be reviewed annually and updated as necessary. FCCP will adjust its program based on observed weaknesses or shortcomings, such as a failure to reach the minimum 20% of a target audience. The plan will be submitted as an attachment to the Annual Report.



The table below describes the education and outreach activities planned for the next reporting period for each high-priority water quality issue, the estimated number of people reached, and an estimated percentage of the target audience that were reached.

High-priority Water Quality Issue	Activity to be Conducted	Estimated # Of People Reached	Estimated % of Target Audience Reached
Fecal Contamination	Email to be sent to all staff	600	100%
Sediment Control	Training event will be conducted for personnel with greatest impact on sediment control	120	20%
Illicit Discharges	Signage to be posted at stormwater drains	300	50%

#### 5.1.5 Changes to MCM and steps to correct deficiencies

FCCP has reviewed MCM 1 – Public Education and Outreach and has determined that there have been no changes resulting from deficiencies during this reporting year.

## **5.2 MCM-2 Public Involvement and Participation**

### **5.2.1 Status of compliance**

FCCP maintains an updated MS4 Program Plan on their internal website. Updates to the Program Plan will be made annually in conjunction with the annual report. Copies of the annual report will be posted to the FCCP internal web site within 30 days of submission, and will remain on the web site through the end of this permit cycle. Printouts from the website are provided in Appendix B.

During this reporting cycle, FCCP developed the initial Public Involvement and Participation program. FCCP will participate through promotion, sponsorship, or other involvement, in a minimum of four local activities annually. These activities must have the goal of increasing the population's participation to reduce stormwater pollutant loads, improve water quality, and support local restoration, through clean-up projects, programs, groups, meetings, or other opportunities.

In addition, FCCP maintains an updated MS4 Program Plan on their internal website. The website is available to all FCCP personnel on their intranet site. The site provides information to employees on stormwater discharges.

### **5.2.2 Assessment of the Appropriateness**

This BMP is effective in addressing discharges into the Appomattox River as it promotes public involvement and participation.

### **5.2.3 Measurable goals**

FCCP has identified the following measurable goals for evaluating compliance with MCM-2 Public Involvement and Participation:

- FCCP will conduct four local events annually. Activities will be documented to include the date and location and measureable impacts of the activities such as number of trash bags associated with a cleanup activity or information from handouts associated with an event;
- FCCP will, as necessary, develop new activities or modify existing ones as necessary;
- FCCP will update the internal stormwater website annually based on program evaluation and public feedback; and
- FCCP will provide for public input in the evaluation of the Public Involvement and Participation Program prior to reapplication for MS4 Permit Coverage in Permit Year 5.

### **5.2.4 Summary of stormwater activities planned for next reporting cycle**

FCCP will participate through promotion, sponsorship, or other involvement, in a minimum of four local activities annually. These activities must have the goal of increasing the population's participation to reduce stormwater pollutant loads, improve water quality, and support local restoration, through clean-up projects, programs, groups, meetings, or other opportunities.

The table below describes the public involvement and participation activities planned for the next reporting period.

Activity	Location	Impact to be Measured
Trash Collection	Along Appomattox River, southern border of FCCP property	Number of bags of trash collected
Storm drain painting	Throughout FCCP property	Number of drains painted
Trash Collection	Northern border of FCCP property	Number of bags of trash collected
Update stormwater website and send notification to all employees	FCCP Intranet	Number of employees reached

FCCP will update the internal stormwater website annually based on program evaluation and public feedback.

The Public Involvement and Outreach Program will be reviewed annually and updated as necessary. FCCP will adjust its program based on observed weaknesses or shortcomings are identified. The plan will be submitted as an attachment to the Annual Report.

#### 5.2.5 Changes to MCM and Steps to Correct Deficiencies

FCCP has reviewed MCM 2 – Public Involvement and Participation and has determined that there have been no changes resulting from deficiencies during this reporting year.

### **5.3 MCM-3 Illicit Discharge Detection and Elimination**

#### **5.3.1 Status of compliance**

##### **Storm Sewer System Map and Information Table**

FCCP is required to develop and maintain an accurate storm sewer system map and information table by June 30, 2017. FCCP made significant progress on this task during this reporting cycle. A storm sewer system map was developed as part of the written stormwater pollution prevention plan and is included in Appendix C. The map identifies the following: the location of all MS4 outfalls, each with a unique identifier; the name and location of all waters receiving discharges from the MS4; and the 2010 decennial census urban area boundary. The associated HUC is identified in the information table; however, this information is not currently on the diagram. FCCP will update the map to include the HUC by the June 30, 2017 compliance date.

In addition, FCCP developed an information table with the following information: each MS4 with a unique identifier; the estimated MS4 acreage served; the name of the receiving water and impairment status; and applicable TMDLs. A copy of this table is provided in Appendix C.

The MS4 Program Plan was updated to include the map and the information table.

##### **Physical Interconnections to Other MS4s**

FCCP does not have physical interconnections to downstream MS4s. Outfalls discharge to the Appomattox River, the Riverside Regional Jail Authority, and the Virginia Department of Corrections. None of these are listed as MS4s with Virginia DEQ. Any new interconnections to other MS4s will be identified during preparation of the annual report and will be notified of the interconnection in writing.

##### **Illicit Discharge and Elimination Program**

During this reporting cycle, FCCP developed the initial Illicit Discharge and Elimination program. This program provides written procedures to detect, identify, and address non-stormwater discharges to its MS4 in accordance with the requirements of the Small MS4 General Permit. These written procedures are incorporated into the MS4 Program Plan and are provided in Appendix F of that plan.

Outfall screenings will be conducted in subsequent reporting cycles. Records of outfall screenings conducted during the reporting period, the results, and details of any follow-up activities will be provided in Appendix C. These records will also include a summary of each investigation conducted by FCCP for any suspected illicit discharge. For any suspected illicit discharge the following information was collected: date that discharge was observed and/or reported; how the investigation was resolved, including any follow-up; and the resolution of the investigation and the date the investigation was closed.

#### **5.3.2 Assessment of the Appropriateness**

This BMP is effective in addressing discharges into the Appomattox River as it requires FCCP to detect and eliminate illicit discharges.

### 5.3.3 Measurable goals

FCCP has identified the following measurable goals for evaluating compliance with MCM 3 – Illicit Discharge Detection and Elimination:

- FCCP will conduct quarterly dry weather field screenings;
- FCCP will, as necessary, investigate any suspected illicit discharges;
- FCCP will, as necessary, attempt to identify and locate the source of any observed continuous or intermittent nonstormwater discharge;
- FCCP will isolate and fix individual illicit discharges; and
- FCCP will conduct a minimum of three follow-up investigations for any identified illicit discharges.

### 5.3.4 Summary of stormwater activities planned for next reporting cycle

FCCP will complete the following during the upcoming reporting cycle:

- Update the storm sewer system map and information table as needed;
- Review MS4 status of adjacent properties to verify that FCCP does not discharge to a physically interconnected MS4; and
- Conduct quarterly dry weather outfall screenings in accordance with the Illicit Discharge Detection and Elimination Program that is incorporated into the MS4 Program Plan to ensure that there are no illicit discharges from the MS4.

The Illicit Discharge Detection and Elimination Program will be reviewed annually and updated as necessary. FCCP will adjust its program based on observed weaknesses or shortcomings are identified. The plan will be submitted as an attachment to the Annual Report.

### 5.3.5 Changes to MCM and steps to correct deficiencies

FCCP has reviewed MCM 3 – Illicit Discharge Detection and Elimination and has determined that there are no changes resulting from deficiencies during this reporting year.



#### **5.4 MCM-4 Construction Site Stormwater Control**

##### **5.4.1 Status of compliance**

Construction activities covered by MCM-4 Construction Site Stormwater Control that were conducting during this reporting cycle are summarized in the table below.

Total Number Of Regulated Land-Disturbing Activities	0 acres
Total Disturbed Acreage	0 acres
Total Number Of Inspections Performed	N/A
Summary Of Enforcement Actions Taken	N/A

##### **5.4.2 Assessment of the Appropriateness**

This BMP is effective in addressing discharges into the Appomattox River as it requires FCCP to evaluate construction site stormwater control.

##### **5.4.3 Measurable goals**

FCCP has identified the following measurable goals for evaluating compliance with MCM 4 – Construction Site Stormwater Control:

- FCCP will utilize the FBOP Technical Design Guidelines, Section 31 10 00 – Site Clearing, to ensure that planned construction activities are reviewed by the Regional Office; and
- FCCP will ensure construction contractor compliance with the Sediment and Erosion Control measures agreed upon in their contract.

##### **5.4.4 Summary of stormwater activities planned for next reporting cycle**

FCCP will develop the progressive compliance and enforcement strategy by June 30, 2015, which will be written into the Program Plan and submitted with the Annual Report by October 1, 2015.

FCCP will track and record the total number of regulated land-disturbing activities, total disturbed acreage, total number of inspections performed, and a summary of enforcement actions taken for inclusion in the next annual report.

The Construction Site Stormwater Control policies will be reviewed annually and updated as necessary. FCCP will adjust its program based on observed weaknesses or shortcomings are identified. The plan will be submitted as an attachment to the Annual Report.

##### **5.4.5 Changes to MCM and steps to correct deficiencies**

FCCP has reviewed MCM 4 – Construction Site Stormwater Control has determined that there are no changes resulting from deficiencies during this reporting year.

## **5.5 MCM-5 Post-Construction Stormwater Management**

### **5.5.1 Status of compliance**

FCCP utilizes the following stormwater management facilities: dry retention ponds, wet retention ponds, and grass buffers and swales. FCCP developed and implemented written procedures for the long-term operation, inspection, and maintenance of its stormwater management facilities in accordance with the requirements of the Small MS4 General Permit. These written procedures are provided in Appendix H of the MS4 Program Plan (provided under separate cover).

FCCP maintains an electronic database of all known stormwater management facilities that discharge to the MS4. Copies of this database are provided in Appendix E. In addition, FCCP developed Stormwater Management Facilities Inspection and Maintenance Procedures during this reporting cycle. Stormwater management facilities will be inspected annually. Records of these inspections for this reporting period will be provided in Appendix E.

### **5.5.2 Assessment of the Appropriateness**

This BMP is effective in addressing discharges into the Appomattox River as it promotes post-construction stormwater management.

### **5.5.3 Measurable goals**

FCCP has identified the following measurable goals for evaluating compliance with MCM 5 – Post-construction Stormwater Management:

- FCCP will annually inspect all stormwater management facilities utilizing the Stormwater Management Facilities Inspection and Maintenance Procedures provided in Appendix H of the MS4 Program Plan (provided under separate cover);
- Based on the inspections, FCCP will perform maintenance activities as necessary on stormwater management facilities; and
- FCCP will evaluate and update the electronic database for all stormwater management facilities that discharge to the MS4 annually.

### **5.5.4 Summary of stormwater activities planned for next reporting cycle**

FCCP will inspect stormwater management facilities annually and will track the following information: total number of inspections performed; a summary of enforcement actions taken; and spreadsheet of all stormwater management facilities brought online during the reporting year.

The Stormwater Management Facilities Inspection and Maintenance Procedures will be reviewed annually and updated as necessary. FCCP will adjust its program based on observed weaknesses or shortcomings are identified. The plan will be submitted as an attachment to the Annual Report.

### **5.5.5 Changes to MCM and steps to correct deficiencies**

FCCP has reviewed MCM 5 – Post-Construction Stormwater Management and has determined that there are no changes resulting from deficiencies during this reporting year.

## 5.6 **MCM-6 Pollution Prevention and Good Housekeeping**

### 5.6.1 **Status of compliance**

#### **High-priority Facilities**

FCCP is required to identify locations of all high-priority facilities and identify those with a high potential of discharging pollutants to the MS4 by June 30, 2014 and report these areas in the Annual Report. The following high-priority facilities are identified for FCCP:

<b>Municipal High-Priority Facilities Categories</b>	<b>Location at FCCP</b>
Composting facilities	None
Equipment storage and maintenance yards	<ul style="list-style-type: none"><li>• ASTs, AST piping and fuel dispensing station</li><li>• Oil delivery and transfer areas</li><li>• Machinery, equipment, and automobile storage areas (laydown yard)</li><li>• Miscellaneous oil and chemical storage areas</li><li>• Print shop</li></ul>
Pesticide storage facilities	None
Public works yards	None
Recycling facilities	Recycling center staging area
Salt storage facilities	None
Solid waste handling and transfer facilities	None
Vehicle storage and maintenance yards	<ul style="list-style-type: none"><li>• Machinery, equipment, and automobile storage areas (laydown yard)</li><li>• Wash down bay</li></ul>

#### **Nutrient Management Plans**

There are currently no lands where nutrients are applied to a contiguous area of more than 1 acre at FCCP. Updates to the applicable areas will be required continuously throughout this permit cycle. If lands where nutrients are applied to a contiguous area of more than 1 acre, FCCP will highlight these areas on the stormwater sewer system map and will list the areas with corresponding latitude and longitude with the Annual Report.

#### **Training**

During this reporting cycle, FCCP developed the initial Training Program. FCCP will ensure that training is provided, at a minimum, on a biennial basis, upon hiring, and when staff members transfer into new/different positions. Documentation of training, including the date, number of employees attending the training, and the objective of the training event are maintained for a period of three years after each training event. Training records contain the following information: training event, date training was completed, number of employees trained, and objectives of the training event. Copies of employee training records and training materials will be provided in Appendix F.

#### **Stormwater Pollution Prevention Plan**

In addition, FCCP has developed a stormwater pollution prevention plan (SWPPP). A copy of the SWPPP is provided in Appendix I of the MS4 Program Plan.

#### **Daily Operational Procedures**

FCCP has developed daily stormwater operational procedures as part of the SWPPP. During this reporting cycle, the following daily operational procedures were developed and implemented:

- Interior building floors and exterior site areas are maintained in clean and dry condition.
- Floors are cleaned daily and all garbage and waste material collected in trash containers. Trash containers are disposed of accordingly when full.
- Machinery and equipment is maintained by trained personnel and are inspected on a daily, weekly, monthly or quarterly basis as recommended by the manufacturer.
- Visual inspections are conducted regularly to detect leaks or conditions that could lead to discharge of chemicals or contact of storm water with hazardous materials or products.
- Containers, drums and bags are stored away from direct traffic routes to prevent accidental spills.
- Manufacturers' instructions are followed for stacking containers to ensure that improper weight distribution does not damage any containers.
- Chemical and oil containers are stored on containment devices.
- Hazardous materials are handled only by trained and authorized personnel.
- A comprehensive list has been developed for oils and chemicals used at the site.
- Hazardous materials requiring special handling, storage, use and disposal considerations are clearly labeled.
- Spill kits containing absorbent materials are present at strategic locations throughout the site to be used during an oil spill.
- Open grassy areas of the site are routinely mowed at scheduled intervals throughout the growing season.
- Trash containers, when full, are regularly disposed of by designated personnel. Trash at the site is picked up by an outside contractor.

In addition, a Spill Prevention Control and Countermeasures (SPCC) plan was developed. The SPCC plan identifies operational procedures associated with oil storage containers and equipment including, but not limited to inspection and maintenance procedures, employee training, and installation of spill containment devices.

#### 5.6.2 Assessment of the Appropriateness

This BMP is effective in addressing discharges into the Appomattox River as it promotes pollution prevention and good housekeeping.

#### 5.6.3 Measurable goals

FCCP has identified the following measurable goals for evaluating compliance with MCM 6 – Pollution Prevention and Good Housekeeping:

- FCCP will provide training and maintain training records for applicable employees;
- FCCP will track the number of acres required to be covered by a nutrient management plan; and
- FCCP will continue to implement the SWPPP, conduct all inspections, and evaluate best management practices as required by the SWPPP.

#### 5.6.4 Summary of stormwater activities planned for next reporting cycle

FCCP will track the total acreage of lands requiring nutrient management plans, and the acreage upon which nutrient management plans have been implemented. For any new lands that require nutrient management plans, FCCP will ensure that 15% of all identified acres will be covered by turf and landscape nutrient management plans by June 30, 2015.

FCCP will also develop the training schedule for the following year.

The SWPPP will be reviewed annually and updated as necessary. FCCP will adjust its program based on observed weaknesses or shortcomings are identified. The plan will be submitted as an attachment to the Annual Report.

#### 5.6.5 Changes to MCM and steps to correct deficiencies

FCCP has reviewed MCM 6 – Good Housekeeping and Pollution Prevention and has determined that there are no changes resulting from deficiencies during this reporting year.



## **Appendix A**

### **Supporting documents for MCM 1-Public Education and Outreach**

Public Education and Outreach Program

## **1.1 MCM-1: Public Education and Outreach**

An informed and knowledgeable community leads to the success of any stormwater management program because of the support and sense of responsibility it engenders from those most capable of addressing pollution at its source. As the public gains a greater understanding of stormwater issues (e.g., flooding, source water protection, stormwater management, and threats posed by contact with polluted waters), those responsible for the funding of stormwater issues will be more receptive to the costs associated with the appropriate management of stormwater. Additionally, the public will assist with compliance as they become aware of the personal responsibilities expected of them and others in the MS4.

### **1.1.1 Regulatory Requirements**

FCCP has developed a Public Education and Outreach Program. This Program Plan will be updated annually and submitted as an attachment to the Annual Report. Goals of this program will include:

- Increasing the public's knowledge about the steps that can be taken to reduce stormwater pollution, with a priority on reducing impacts to local pollution concerns (e.g., Chesapeake Bay and Appomattox River TMDLs);
- Increasing the public's knowledge of hazards associated with illegal discharges and improper disposal of waste (including legal implications); and
- Implementation of a diverse program targeted towards audiences most likely to have significant stormwater impacts.

### **1.1.2 Public Education and Outreach Program**

The individuals, departments, divisions, or units responsible for implementing this Minimum Control Measure are:

- Eric D. Wilson, Warden/CEO
- Richard Engel, Associate Warden
- Dennis Forman, Facility Manager
- Bob Nannery, Environmental and Safety Compliance Administrator

FCCP has identified the following three high priority water quality issues to address through the Public Education and Outreach Program and has provided rationale for the selection of each issue as it pertains to the FCCP Stormwater Program:

- **Fecal Contamination** – fecal contamination is a concern for FCCP due to its proximity to the Appomattox River, which has a bacterial TMDL, as discussed in Section 3;
- **Sediment** – being situated along a major tributary to the Chesapeake Bay, FCCP is required to reduce loading of sediment and nutrients to the Bay. FCCP chooses to focus on sediment due to the relationship that exists between sediment and phosphorus (another Bay pollutant of concern), and because sediment provides a much more tangible pollutant to discuss with non-technical stakeholders; and

- **Illicit Discharges** – illicit discharges are a significant water quality concern in any developed area, but particularly in an area where industrial-type uses exist, such as around the maintenance shops at FCCP. FCCP will promote, through education and outreach, the Illicit Discharge Detection and Elimination Program discussed under Minimum Control Measure 6, Section 4.3.

The VSMP General Permit regulations require that the “public” participate in the development of a Public Education and Outreach Program. Due to the unique circumstances of the “population” at FCCP, the term “public” is defined as FCCP staff with the possible inclusion of off-site stakeholders, which may include adjacent property owners (e.g., VDOT, Fort Lee, etc.), agency officials, localities, private enterprises, etc. There are approximately 600 people employed by FCCP. FCCP will provide an estimate of the target population reached for each issue in the annual report. Efforts will be made to include minorities, disadvantaged audiences, and minors to the degree possible, given the unique nature of the population of FCCP.

Educational messages will vary each year and depending on the topic covered; however, FCCP may utilize the following: printed materials, signage at select locations, websites, and training sessions. FCCP staff will be able to participate in public education and outreach program development by providing comments directly to staff listed above or through the FCCP’s internal stormwater management website.

FCCP will administer the Public Education and Outreach Program in a manner that is designed with the goal of reaching twenty percent (20%) of the target population for each water quality issue annually. Any necessary adjustments to the Public Education and Outreach Program will be assessed and included in the annual updates prepared at the end of each year. These adjustments will continually strive to ensure that this program is addressing the appropriate water quality issues, reaching the appropriate portion of the population, and is making use of appropriate materials and mechanisms of delivery. FCCP may, if deemed appropriate, coordinate the Public Education and Outreach Program with other MS4 operators, but will have the sole responsibility of meeting the requirements of this Program Plan.

#### 1.1.3 Annual Compliance Requirements

##### Year 1 (2013-2014)

- FCCP will complete the Public Education and Outreach Program by June 30, 2014, to be included in the October 1, 2014 Annual Report.

##### Year 2 (2014-2015)

- Implement the Public Education and Outreach Program in accordance with the Program Plan.

##### Year 3 (2015-2016)

- Implement the Public Education and Outreach Program in accordance with the Program Plan.

##### Year 4 (2016-2017)

- Implement the Public Education and Outreach Program in accordance with the Program Plan.

#### Year 5 (2017-2018)

- Implement the Public Education and Outreach Program in accordance with the Program Plan.
- Prior to applying for continued permit coverage (i.e., permit for next cycle), FCCP will evaluate the Education and Outreach Program for the:
  - Appropriateness of the selected high-priority stormwater issues;
  - Appropriateness of the target audiences for each high-priority stormwater issue;
  - Effectiveness of the message(s) being delivered; and
  - Effectiveness of the mechanisms of delivery employed in reaching the target audiences.

#### 1.1.4 Annual Reporting Requirements

Annual Reports will include:

- A list of education and outreach activities conducted during the reporting period for each high-priority water quality issue, the estimated number of people reached and an estimated percentage of the target audience that were reached; and
- A list of education and outreach activities that will be conducted during the next reporting period for each high-priority water quality issue, the estimated number of people that will be reached, and an estimated percentage of the target audience that will be reached during the next reporting period.

## **Appendix B**

### **Supporting documents for MCM 2-Public Involvement and Participation**

#### Website Printouts



# Stormwater

Page Resources
Departments
<a href="#">FCC Petersburg Home Page</a>
<a href="#">Case Manager Coordinator</a>
<a href="#">Chaplaincy Services</a>
<a href="#">Computer Services</a>
<a href="#">Correctional Services</a>
<a href="#">Discipline Hearing Officer</a>
<a href="#">Education</a>
<a href="#">Facilities</a>
<a href="#">Financial Management</a>
<a href="#">Food Service</a>
<a href="#">Health Services</a>
<a href="#">Human Resources</a>
<a href="#">Psychology</a>
<a href="#">Recreation</a>
<a href="#">Safety</a>
<a href="#">Trust Fund</a>
<a href="#">UNICOR</a>
<a href="#">Unit Management</a>
Local Links
<a href="#">About Us - Low</a>
<a href="#">About Us - Medium</a>
<a href="#">Affirmative Action Committee</a>
<a href="#">Equal Employment Opportunity</a>
<a href="#">Get Fit</a>
<a href="#">Institution Supplements - Complex</a>
<a href="#">Reentry</a>

The FCC Petersburg MS4 Program aims to educate and promote awareness of the current Virginia Stormwater Management Program. To further explore the FCC Petersburg MS4 Program, click on each individual “Minimum Control Measure” on the bottom of the page.

## What is an MS4?

Polluted stormwater runoff is commonly transported through Municipal Separate Storm Sewer Systems (MS4s), from which it is often discharged untreated into local waterbodies. To prevent harmful pollutants from being washed or dumped into an MS4, operators must obtain a permit and develop a stormwater management program

An MS4 is a conveyance or system of conveyances that is:

- Owned by a state, city, town, village, or other public entity that discharges to waters of the U.S.;
- Designed or used to collect or convey stormwater (including storm drains, pipes, ditches, etc.);
- Not a combined sewer; and
- Not part of a Publicly Owned Treatment Works (sewage treatment plant).

## What is an MS4 Program?

The MS4 Program is based on the Virginia Stormwater Management Program Permit which consists of three parts (Section I, Section II, and Section III). Section II, the primary focus of the VARO4 Permit, includes Minimum Control Measures (MCMs) The Program must contain elements for each of the following MCMS:

1. Public Outreach
2. Public Involvement
3. Illicit Discharge Detection and Elimination
4. Construction Site Stormwater Runoff
5. Post-Construction Stormwater Management
6. Pollution Prevention / Good Housekeeping

## Quick Links

- [2014 Annual Report](#)
- [FCC Petersburg Program Plan](#)
- [MCM 1 Education](#)
- [MCM 2 Involvement](#)
- [MCM 3 Illicit Discharge](#)
- [MCM 4 Construction](#)
- [MCM 5 Post-Construction](#)

[MCM 6 Pollution Prevention](#)

[TMDL](#)

[Mapping](#)

[EPA MS4 Website](#)

[VA BMP Clearinghouse](#)

[VDEQ Stormwater Management](#)

[⬆ Back To Top](#)

## **Appendix C**

### **Supporting documents for MCM 3-Illicit Discharge Detection and Elimination**

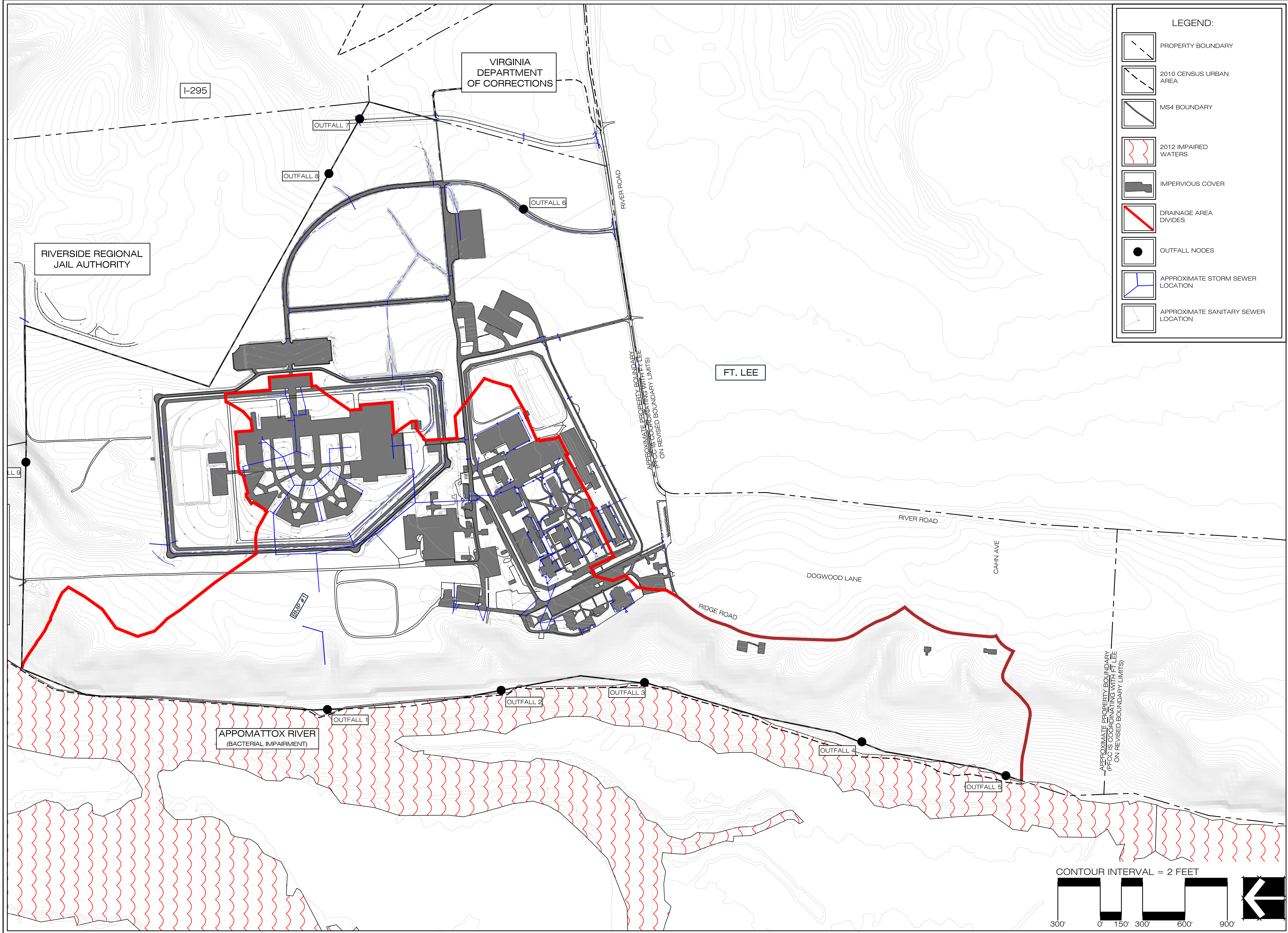
Stormwater Sewer System Map

Stormwater Information Table

Illicit Discharge Detection and Elimination Program



W:\RICHcad\4800s\4852-Petersburg Federal Correctional Complex\Stormwater Analysis\E&S Plans\4852 - Petersburg MS4-landuse-3222013.dwg



**EXHIBIT 2**  
**PETERSBURG FEDERAL**  
**CORRECTIONAL COMPLEX**  
**PRINCE GEORGE COUNTY, VIRGINIA**

DATE: 3/22/2013  
JOB NUMBER: 4852  
SCALE: 1 INCH = 300 FT  
SOURCE: BASE MAP PROVIDED BY  
PFCC



5209 Center Street  
Williamsburg, Virginia 23188  
(757) 220-6869  
1011 Boulder Springs Drive, Suite 225  
Princess Anne, Virginia 23225  
(804) 267-3474  
150 Riverside Parkway, Suite 301  
Fredericksburg, Virginia 22406  
(540) 785-5544  
Environmental Consultants



**STORMWATER SYSTEM INFORMATION TABLE**

<b>MS4 outfall identifier</b>	<b>Estimated MS4 acreage covered</b>	<b>Name of receiving water</b>	<b>Receiving water listed as impaired in the VA 2010 303(d)/305(b) Water Quality Assessment Integrated Report</b>	<b>Applicable TMDLs</b>
Outfall 1	90	Appomattox River	Yes	E. coli
Outfall 2	55			
Outfall 3	19			
Outfall 4	16			
Outfall 5	14			
Outfall 6	37	N/A	N/A	N/A
Outfall 7	11	N/A	N/A	N/A
Outfall 8	48	N/A	N/A	N/A
Outfall 9	45	N/A	N/A	N/A

## **1.0 PURPOSE/BACKGROUND**

The FCCP MS4 permit requires that the permittee create and implement standard operating procedures to detect and correct illicit connections and improper discharges to the MS4. This section describes dry weather field screening methodologies utilized by FCCP to detect and eliminate illicit discharges to the MS4. Methods include field observations as monitoring is not required under this permit.

Outfall inspections conducted during dry weather should be used to identify potential illicit discharges when flow is observed or when visual, smell, or other indicators are observed. Flows observed during periods of dry weather could indicate an illicit discharge to the storm drainage system.

## **2.0 SAFETY AND TRAINING PREREQUISITES**

FCCP personnel involved in dry weather screening are trained on these protocols. Training includes the following:

- Illicit discharge identification;
- Inspection procedures;
- Notification procedures; and
- Safety requirements and considerations.

If screening requires access to a confined space, personnel are instructed to use alternative measures for inspection such as viewing the space from ground level or contracting for confined space entry. At no time are any personnel allowed to break the plane of a confined space with any part of their body. Personnel must sign a training attendance record prior to conducting dry weather screening.

## **3.0 PRIORITIZATION AND SITE SELECTION**

The General Permit for Small MS4s requires that the FCCP develop a prioritized schedule for field screening activities. The prioritization must be based on such criteria as age of the infrastructure, land use, historical illegal discharges, dumping, and cross connections. The permit requires that if the facility has less than 50 total outfalls, all outfalls must be screened annually. FCCP has a total of nine outfalls; therefore, dry weather screening must be conducted for all outfalls annually and further prioritization is not needed. Outfalls will be inspected on a quarterly basis as follows:

Quarter	Outfalls to be Inspected
January 1 – March 31	1, 5, 9
April 1 – June 30	2, 6
July 1 – September 30	3, 7
October 1 – December 31	4, 8

## **4.0 INFORMATION COLLECTION FOR DRY WEATHER SCREENING**

The following procedures apply to the dry weather screenings:

1. Utilize hard copy mapping information to verify outfall locations;
2. Fill out Dry Weather Screen form (provided in Attachment F-1);

3. Initiate track-down procedures if illicit discharge is evident or suspected; and
4. Revisit outfalls in certain cases for follow-up investigations.

Field observations and general information will be collected for dry weather screening. This information is collected for each quarterly outfall inspection on the Dry Weather Screen form (Attachment F-1). Information collected on the Dry Weather Screen form includes:

- Outfall identifier;
- HUC;
- Persons performing the screening;
- Site descriptions (e.g., conveyance type and dominant watershed land uses);
- Date/time of screening;
- Current weather conditions;
- Time since the last rain;
- The quantity of the last rain;
- Outfall description (material, shape, number of pipes, diameter, condition);
- Visual field observations & physical indicators (e.g., order, color, clarity, floatables, deposits or stains, vegetation condition, structural condition, and biology);
- Observed dry weather flow (Y/N); and
- Estimated discharge rate (e.g., width of water surface, approximate depth of water, approximate flow velocity, and flow rate).

When flow is observed during routine dry weather outfall screening or during investigations performed in response to complaints, staff will utilize the Suspected Illicit Discharge Investigation Tracking form provided in Attachment F-2 to record field observations in addition to the Dry Weather Screen form.

## **5.0 ILLICIT DISCHARGE INVESTIGATION**

### **5.1 Prioritization**

A suspected illicit discharge will be investigated based on the following prioritization:

1. Discharges suspected of being sanitary sewage or significantly contaminated; and
2. Discharges suspected of being less hazardous to human health and safety such as wash water.

This investigation will attempt to identify and locate the source of any observed continuous or intermittent nonstormwater discharge.

Discharges authorized under a separate VPDES or state permit do not require further investigation. There are no other authorized discharges at FCCP.

## **5.2 Source Determination**

If an illicit discharge is identified, the following steps will be taken:

1. FCCP will conduct storm drain investigations by one of the following three options:
  - a. Work progressively up from the outfall and investigate individual stormwater intakes (e.g., drains, drainage ditches, retention ponds);
  - b. Split the facility into equal drainage segments and investigate manholes at strategic points throughout the storm drain system; or
  - c. Work progressively down the trunk.
2. Drainage area investigations
  - a. Review FCCP Storm Sewer System Map of area(s) that drain(s) to outfall location(s);
  - b. Pinpoint area(s) on campus that drain(s) to outfall location(s); and
  - c. Use aerial photography analysis, if necessary.
3. On-site investigations to find specific sources
  - a. Once the illicit discharge has been isolated to a specific section of storm drain, an on-site investigation will be performed to find the specific source of the discharge; and
  - b. On-site investigations may include observations of the storm drain, interviews with personnel, or additional testing measures, if appropriate, such as dye testing or smoke testing.

Once the source of the suspected illicit discharge has been pinpointed to a particular area, personnel will attempt to determine the nature of the illicit discharge and implement corrective actions based on the prioritization identified in Section 5.1.

## **5.3 Source Elimination**

The general steps to isolate and fix individual illicit discharges are as follows:

1. Perform drainage area investigations;
2. Perform storm system investigations;
3. Perform on-site discharge investigations;
4. Correct and enforce; and
5. Train FCCP personnel.

## **5.4 Follow-up Investigation**

Additional dry weather screenings will be conducted to ensure that the illicit discharge has been eliminated. A minimum of three screenings within 6 months will be conducted.

If an illicit discharge is identified, but within 6 months of the beginning of the investigation, neither the source nor the same nonstormwater discharge has been identified, then the FCCP will complete the Undetermined Illicit Discharge form provided in Attachment F-3. If the observed discharge is intermittent, FCCP will document that a minimum of three separate investigations were made in an attempt to observe the discharge when it was flowing. If these attempts are unsuccessful, FCCP will document on Undetermined Illicit Discharge form provided in Attachment F-3.



## **5.5     *Tracking***

The Suspected Illicit Discharge Investigation Tracking form is provided as Attachment F-2. The form provides a means to document the following information as required by the MS4 General Permit:

1. The date or dates that the illicit discharge was observed and reported;
2. The results of the investigation;
3. Any follow-up to the investigation;
4. Resolution of the investigation; and
5. The date that the investigation was closed.

## **Attachment F-1**

### **Dry Weather Screen Form**

**FCCP – DRY WEATHER SCREENING**

**BACKGROUND DATA**

<b>Facility:</b> FCCP Petersburg		<b>Permit Number:</b> VAR040129		<b>HUC:</b> 02080207	
<b>Follow-up Screening</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Outfalls Inspected (Check all that apply)</b>		<input type="checkbox"/> 1		<input type="checkbox"/> 6	
		<input type="checkbox"/> 2		<input type="checkbox"/> 7	
		<input type="checkbox"/> 3		<input type="checkbox"/> 8	
		<input type="checkbox"/> 4		<input type="checkbox"/> 9	
		<input type="checkbox"/> 5			
<b>Date:</b> _____ <b>Time:</b> _____					
<b>Watershed:</b> Appomattox River					
<b>Current weather conditions</b> <input type="checkbox"/> Sun/Clear <input type="checkbox"/> Rain <input type="checkbox"/> Snow <input type="checkbox"/> Overcast/Cloudy					
<b>Temperature</b>		<b>Time since the last rain</b>		<b>The quantity of the last rain (inches)</b>	
<b>Person(s) performing the screening</b>					
<b>Form completed by</b>					
<b>Land Use in Drainage Area (Check all that apply)</b>		<input type="checkbox"/> Open Space <input type="checkbox"/> Forest <input type="checkbox"/> Prison Complex, Describe: _____ <input type="checkbox"/> Farm <input type="checkbox"/> Residential <input type="checkbox"/> Other _____			
<b>Notes</b>					

### OUTFALL DESCRIPTION

Outfall Identifier: \_\_\_\_\_

Location	Material	Shape		Dimensions (inches)	
<input type="checkbox"/> Closed Pipe <input type="checkbox"/> Open Drainage	<input type="checkbox"/> PVC <input type="checkbox"/> Steel <input type="checkbox"/> Other: _____	<input type="checkbox"/> Circular <input type="checkbox"/> Box <input type="checkbox"/> Elliptical	<input type="checkbox"/> Arch <input type="checkbox"/> Other: _____	Height: _____  Width: _____	
<b>Headwall condition:</b>	<input type="checkbox"/> No headwall <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor				
<b>Flow present</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No, if no skip to next section				
<b>Estimated flow rate</b>	<input type="checkbox"/> Trickle (1 gal/min) <input type="checkbox"/> Slight (1-4 gal/min) <input type="checkbox"/> Moderate (5-9 gal/min) <input type="checkbox"/> Heavy (>10 gal per min) <input type="checkbox"/> Fluctuating				
<b>Discharges to</b>	<input type="checkbox"/> River/stream <input type="checkbox"/> Lake/pond <input type="checkbox"/> Wetland <input type="checkbox"/> Detention basin <input type="checkbox"/> Woods <input type="checkbox"/> Ditch <input type="checkbox"/> Other: _____				

Outfall Identifier: \_\_\_\_\_

Location	Material	Shape		Dimensions (inches)	
<input type="checkbox"/> Closed Pipe <input type="checkbox"/> Open Drainage	<input type="checkbox"/> PVC <input type="checkbox"/> Steel <input type="checkbox"/> Other: _____	<input type="checkbox"/> Circular <input type="checkbox"/> Box <input type="checkbox"/> Elliptical	<input type="checkbox"/> Arch <input type="checkbox"/> Other: _____	Height: _____  Width: _____	
<b>Headwall condition:</b>	<input type="checkbox"/> No headwall <input checked="" type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor				
<b>Flow present</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No, if no skip to next section				
<b>Estimated flow rate</b>	<input type="checkbox"/> Trickle (1 gal/min) <input type="checkbox"/> Slight (1-4 gal/min) <input type="checkbox"/> Moderate (5-9 gal/min) <input type="checkbox"/> Heavy (>10 gal per min) <input type="checkbox"/> Fluctuating				
<b>Discharges to</b>	<input type="checkbox"/> River/stream <input type="checkbox"/> Lake/pond <input type="checkbox"/> Wetland <input type="checkbox"/> Detention basin <input type="checkbox"/> Woods <input type="checkbox"/> Ditch <input type="checkbox"/> Other: _____				

Outfall Identifier: \_\_\_\_\_

Location	Material	Shape		Dimensions (inches)	
<input type="checkbox"/> Closed Pipe <input type="checkbox"/> Open Drainage	<input type="checkbox"/> PVC <input type="checkbox"/> Steel <input type="checkbox"/> Other: _____	<input type="checkbox"/> Circular <input type="checkbox"/> Box <input type="checkbox"/> Elliptical	<input type="checkbox"/> Arch <input type="checkbox"/> Other: _____	Height: _____  Width: _____	
<b>Headwall condition:</b>	<input type="checkbox"/> No headwall <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor				
<b>Flow present</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No, if no skip to next section				
<b>Estimated flow rate</b>	<input type="checkbox"/> Trickle (1 gal/min) <input type="checkbox"/> Slight (1-4 gal/min) <input type="checkbox"/> Moderate (5-9 gal/min) <input type="checkbox"/> Heavy (>10 gal per min) <input type="checkbox"/> Fluctuating				
<b>Discharges to</b>	<input type="checkbox"/> River/stream <input type="checkbox"/> Lake/pond <input type="checkbox"/> Wetland <input type="checkbox"/> Detention basin <input type="checkbox"/> Woods <input type="checkbox"/> Ditch <input type="checkbox"/> Other: _____				

**PHYSICAL INDICATORS (FOR FLOWING OUTFALLS ONLY)**

Indicator	Check if present	Description
<b>Odor</b>	<input type="checkbox"/>	<input type="checkbox"/> Sewage <input type="checkbox"/> Rancid/sour <input type="checkbox"/> Petroleum <input type="checkbox"/> Sulfide <input type="checkbox"/> Chemical <input type="checkbox"/> Other: _____
	Severity	<input type="checkbox"/> Faint <input type="checkbox"/> Easily detected <input checked="" type="checkbox"/> Noticeable from a distance
<b>Color</b>	<input type="checkbox"/>	<input type="checkbox"/> Clear <input type="checkbox"/> Brown <input type="checkbox"/> Gray <input type="checkbox"/> Yellow <input type="checkbox"/> Green <input type="checkbox"/> Orange <input type="checkbox"/> Red <input type="checkbox"/> Other : _____
	Severity	<input type="checkbox"/> Faint colors in sample bottle <input type="checkbox"/> Clearly visible in sample bottle <input type="checkbox"/> Clearly visible in outfall flow
<b>Turbidity</b>	<input type="checkbox"/>	<input type="checkbox"/> Slight cloudiness <input type="checkbox"/> Cloudy <input type="checkbox"/> Opaque
<b>Floatables (not including trash or debris)</b>	<input type="checkbox"/>	<input type="checkbox"/> Sewage (including toilet paper, etc.) <input type="checkbox"/> Suds <input type="checkbox"/> Petroleum (oil sheen) <input type="checkbox"/> Other: _____
	Severity	<input type="checkbox"/> Few/slight <input type="checkbox"/> Some <input type="checkbox"/> Widespread

**PHYSICAL INDICATORS FOR FLOWING AND NON-FLOWING OUTFALLS**

Are physical indicators that are not related to flow present? ☐ Yes ☐ No (If No, skip to next section)

Indicator	Check if present	Description
<b>Deposits/ Stains</b>	<input type="checkbox"/>	<input type="checkbox"/> Oily <input type="checkbox"/> Flow Lines <input type="checkbox"/> Paint <input type="checkbox"/> Other: _____
	Comments	
<b>Poor Pool Quality</b>	<input type="checkbox"/>	<input type="checkbox"/> Odors <input type="checkbox"/> Oil Sheen <input type="checkbox"/> Floatables <input type="checkbox"/> Colors <input type="checkbox"/> Suds <input type="checkbox"/> Excessive Algae <input type="checkbox"/> Other: _____
	Comments	
<b>Abnormal Vegetation</b>	<input type="checkbox"/>	<input type="checkbox"/> Excessive <input type="checkbox"/> Partially Inhibited <input type="checkbox"/> Totally Inhibited
<b>Pipe Algae Growth</b>	<input type="checkbox"/>	<input type="checkbox"/> Brown <input type="checkbox"/> Orange <input type="checkbox"/> Green <input type="checkbox"/> Other: _____
	Comments	

**OVERALL OUTFALL CHARACTERIZATION OF ILLICIT DISCHARGE POTENTIAL**

<input type="checkbox"/> Unlikely	<input type="checkbox"/> Suspect (1 physical indicator)
<input type="checkbox"/> Potential (2 physical indicators)	<input type="checkbox"/> Obvious (3 or more physical indicators)

**Attachment F-2**

Suspected Illicit Discharge Investigation Tracking Form

**FCCP – SUSPECTED ILLICIT DISCHARGE INVESTIGATION TRACKING FORM**

1. Name and Title of Person(s) making report: \_\_\_\_\_

2. Date and time initial suspected illicit discharge was observed: \_\_\_\_\_

3. Date and time initial suspected illicit discharge was reported: \_\_\_\_\_

4. Description and nature of the initial discharge: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

5. Location (if outfall flowing, include unique ID): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

6. Initial Investigation Results: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7. Follow up investigation (if applicable): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. Resolution of Investigation: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. Investigation closure date: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Attachment F-3**

#### **Undetermined Illicit Discharge Form**



**FCCP – UNDETERMINED ILLICIT DISCHARGE FORM**  
(In accordance with MS4 General Permit Section II B.3.f)

1. Name and Title of Person(s) making report: \_\_\_\_\_

2. Date and time initial suspected illicit discharge was observed: \_\_\_\_\_

3. Date and time initial suspected illicit discharge was reported: \_\_\_\_\_

4. Description and nature of the initial discharge: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Location (if outfall flowing, include unique ID): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. Total number of outfalls observed during the reporting period: \_\_\_\_\_

If the observed discharge is intermittent, three separate investigations must be made in an attempt to observe the discharge when it was flowing.

Attempt 1 date: \_\_\_\_\_ ☐ N/A

Attempt 2 date: \_\_\_\_\_ ☐ N/A

Attempt 3 date: \_\_\_\_\_ ☐ N/A

7. Initial Investigation Results: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Estimated Volume (gallons): \_\_\_\_\_

9. Follow up investigation (if applicable): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Resolution of Investigation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Did discharge enter the storm system (MS4)? \_\_\_\_\_

12. List of written notifications of physical interconnection given to other MS4s: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Investigation closure date: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Appendix D**

### **Supporting documents for MCM 4-Construction Site Stormwater Control**

No construction activities conducted during this reporting cycle.

## **Appendix E**

### **Supporting documents for MCM 5-Post Construction Stormwater Management**

Stormwater Management Facilities Inspection and Maintenance Procedures  
Printout of Electronic Database

## **1.0 PURPOSE/BACKGROUND**

The FCCP MS4 permit requires that the permittee develop and implement standard operation and maintenance procedures for stormwater management facilities. This section identifies procedures for inspecting and managing stormwater management facilities to ensure proper function.

FCCP's stormwater management facilities are designed to treat stormwater from constructed projects. The controls become part of the storm facility's sewer/drainage infrastructure and must be inspected, operated, and maintained to the same level as other existing storm sewer infrastructures. By design, the stormwater management facilities collect, hold, and absorb stormwater pollutants over time, thereby reducing capacity to treat, store, or hold runoff. They are designed to collect pollutants and therefore pollutants must be removed to ensure proper functionality. Performing scheduled maintenance inspections and routine maintenance will extend the life of the stormwater management facilities and reduce potentially more expensive maintenance.

## **2.0 OPERATIONS AND MAINTENANCE CRITERIA**

Each stormwater management facility requires some level of maintenance at some frequency. This section addresses information on the type and frequency of maintenance to be performed.

### **2.1 Stormwater Management Facilities at FCCP**

FCCP utilizes the following three stormwater management facilities:

- **Dry retention ponds** are designed to retain stormwater runoff for 48-72 hours following a rain event. If the water drains too quickly from a dry retention pond, it does not have adequate time to filter and can damage the banks of downstream creeks. However, if the water is retained onsite for too long, it can impact the dam or lead to algal growth.
- **Wet retention ponds** are designed to hold water permanently. When the amount of water entering the pond exceeds capacity, water is released into the nearest outfall at a controlled rate.
- **Grass Buffers and Swales** are usually composed of grass-covered soil. These trenches are designed to give stormwater runoff an opportunity to seep into underlying soil. This prevents pollutants from entering the MS4 and prevents downstream erosion.

### **2.2 Identifying when Maintenance Must be Performed**

Operations and maintenance are critical activities to ensure long-term function of a stormwater management facility. These controls are designed to perform functions such as holding runoff for a period of time, allowing runoff to pass through, or filtering runoff to remove pollutants. With each control potentially functioning differently, the maintenance needs to address these differences and be tailored for each type. FCCP utilizes checklists for each stormwater management facility to conduct annual inspections. A separate checklist has been developed for each management facility utilized by FCCP. Blank copies of the checklists are provided in Attachment H-1.

Maintenance is required for dry retention ponds when:

- Sediment has accumulated in the pond and interferes with capacity;
- Trees or other large vegetation has rooted on the embankment;
- The embankment becomes exposed or otherwise presents an erosion concern;
- Visible damage to any of the mechanical equipment is present;
- Animal burrows are present on the embankment; or
- Standing water remains in the pond longer than 72 hours after a rain event.

Maintenance is required for wet retention ponds when:

- Sediment has accumulated in the pond and interferes with capacity;
- Trees or other large vegetation has rooted on the embankment;
- The embankment becomes exposed or otherwise presents an erosion concern; or
- Visible damage to any of the mechanical equipment is present.

Maintenance is required for grass buffers and swales when:

- Trash, vegetation, or other debris is present and interferes with drainage or infiltration;
- Trees or other large vegetation has rooted in the swale;
- Standing water is present 48 hours after a rain event; or
- Runoff no longer infiltrates into but flows across the swale.

The items above are incorporated into the annual inspection checklists. The checklists are revised as necessary to meet additional post-construction operation and maintenance requirements or issues as identified.

### **2.3 Types of Maintenance Activities**

This section contains information on the types of maintenance that FCCP will implement as part of their post-construction inspection and maintenance procedures. Corrective maintenance will be given the highest priority, followed by preventative maintenance, and then aesthetic maintenance. The table below provides summary information on the type of maintenance and a brief description of activities to be performed based on maintenance types. FCCP has incorporated this maintenance information into the stormwater management facility inspection checklists provided in Attachment H-1.

<b>Type of Maintenance</b>	<b>Description</b>
Emergency maintenance	Maintenance performed immediately to prevent injury or loss of life, prevent major damage, or a repair associated with a rain event or flooding
Debris and litter removal	Collection and removal of debris and trash
Sediment removal	Excavate of accumulated sediments or other solids
Stability and erosion control	Repair eroded soil in or around the stormwater management system; level or regrade areas that show evidence of significant erosion; stabilize area
Vegetation maintenance	Mowing and/or removal of overgrown vegetation
Maintenance of aquatic environment (wet retention ponds)	Remove surface algae blooms; ensure outlet controls and spillways are functioning; mow and/or remove vegetation from slopes to water edge; remove floatables; remove unwanted water vegetation

## **Attachment H-1**

Operation and Maintenance Inspection Report Forms



**FCCP - OPERATION AND MAINTENANCE INSPECTION REPORT FORMS**  
**DRY RETENTION POND**

<b>Facility:</b> FCC Petersburg		<b>Permit Number:</b> VAR040129		<b>HUC:</b> 02080207	
<b>Person(s) performing the screening</b>					
<b>Date:</b>		<b>Time:</b>			
<b>Current weather conditions</b> <input type="checkbox"/> Sun/Clear <input type="checkbox"/> Rain <input type="checkbox"/> Snow <input type="checkbox"/> Overcast/Cloudy					
<b>Temperature</b>	_____	<b>Time since the last rain</b>	_____	<b>The quantity of the last rain (inches)</b>	_____

Inspection Task	Inspected	Maintenance Required?	Date Maintenance Completed
Sediment accumulation that interferes with volume capacity	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Large vegetative growth on the embankment or within the pond	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Embankment is exposed or otherwise presents an erosion concern	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Cracking, bulging, or sliding of embankment	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Visible damage to any of the mechanical equipment present	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Animal burrows are present on the embankment	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Trash and debris	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Standing water remains longer than 72 hours after a rain event	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Have there been any filed complaints from public (Explain in notes)?	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
<b>Notes</b>			

**CERTIFICATION STATEMENT**

*I certify under penalty of law that I have personally examined and am familiar with the information on this form and believe the information is true, accurate, and complete.*

**Authorized Representative Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FCCP - OPERATION AND MAINTENANCE INSPECTION REPORT FORMS**  
**WET RETENTION POND**

<b>Facility:</b> FCC Petersburg		<b>Permit Number:</b> VAR040129		<b>HUC:</b> 02080207	
<b>Person(s) performing the screening</b>					
<b>Date:</b>		<b>Time:</b>			
<b>Current weather conditions</b> <input type="checkbox"/> Sun/Clear <input type="checkbox"/> Rain <input type="checkbox"/> Snow <input type="checkbox"/> Overcast/Cloudy					
<b>Temperature</b>	_____	<b>Time since the last rain</b>	_____	<b>The quantity of the last rain (inches)</b>	_____

Inspection Task	Inspected	Maintenance Required?	Date Maintenance Completed
Sediment accumulation that interferes with volume capacity	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Large vegetative growth on the embankment	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Embankment is exposed or otherwise presents an erosion concern	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Cracking, bulging, or sliding of embankment	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Visible damage to any of the mechanical equipment present	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Floating/floatable trash/debris or algal growth	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Have there been any filed complaints from public (Explain in notes)?	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
<b>Notes</b>			

**CERTIFICATION STATEMENT**

*I certify under penalty of law that I have personally examined and am familiar with the information on this form and believe the information is true, accurate, and complete.*

**Authorized Representative Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FCCP - OPERATION AND MAINTENANCE INSPECTION REPORT FORMS**  
**GRASS BUFFERS AND SWALES**

<b>Facility:</b> FCC Petersburg	<b>Permit Number:</b> VAR040129	<b>HUC:</b> 02080207
<b>Person(s) performing the screening</b>		
<b>Date:</b>		<b>Time:</b>
<b>Current weather conditions</b> <input type="checkbox"/> Sun/Clear <input type="checkbox"/> Rain <input type="checkbox"/> Snow <input type="checkbox"/> Overcast/Cloudy		
<b>Temperature</b>	_____	<b>Time since the last rain</b> _____ <b>The quantity of the last rain (inches)</b> _____

Inspection Task	Inspected	Maintenance Required?	Date Maintenance Completed
Sediment accumulation that interferes with volume capacity or flow	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Large vegetative growth within swale	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Embankment is exposed or otherwise presents an erosion concern	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Inlets and swales clear and free of debris	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Standing water present 48 hours after a rain event	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Runoff no longer infiltrates into the swale	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Have there been any filed complaints from public (Explain in notes)?	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
<b>Notes</b>			

**CERTIFICATION STATEMENT**

*I certify under penalty of law that I have personally examined and am familiar with the information on this form and believe the information is true, accurate, and complete.*

**Authorized Representative Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Stormwater Management Facility Type	Latitude	Longitude	Acres Treated by the Facility		Date that the facility was brought on-line. (If the date is unknown, use June 2005)	HUC	Any impaired water within the HUC to which the stormwater management facility discharges	Facility Owner	Maintenance Agreement (Y/N)	Date of last inspection	Number of inspections completed	# of enforcement actions taken to ensure long-term maintenance
			Pervious	Impervious								
Dry retention pond	37.303 N	77.341 W	46	2	June 2005	02080207	E. coli	FCCP	N	N/A	0	N/A
Wet retention pond	37.304 N	77.350 W	80	10	June 2005	02080207	E. coli	FCCP	N	N/A	0	N/A
Grass swale	37.302 N	77.342 W	46	2	June 2005	02080207	E. coli	FCCP	N	N/A	0	N/A

## **Appendix F**

### **Supporting documents for MCM 6-Good Housekeeping and Pollution Prevention**

#### **Training Program**

## **1.0     *PURPOSE/BACKGROUND***

The purpose of this Training Program is to identify the training requirements and to provide a schedule and approach for compliance with those requirements under the FCCP MS4 Program Plan and as required by the MS4 General Permit. The FCCP Safety Department is responsible for implementing this Training Program.

This Training Program outlines a process for training FCCP staff and requires contractors to support the objective of achieving improved water quality through reduced pollutant volumes making their way into water bodies via the MS4. This plan will be updated annually and will reflect changes that result from evaluation of the effectiveness of the program.

## **2.0     *PERMIT- MANDATED TRAINING***

Training requirements for compliance with the MS4 General Permit include specific personnel functions and type of training required. The program covers the following eight types training as required by the permit:

- FCCP provides biennial training to relevant field personnel in the recognition and reporting of illicit discharges;
- FCCP provides biennial training to relevant employees in good housekeeping and pollution prevention practices during road, street, and parking lot maintenance;
- FCCP provides biennial training to appropriate employees in good housekeeping and pollution prevention practices that are to be employed in and around maintenance and public works facilities;
- FCCP ensures, or requires, that if employees or contractors apply pesticides and herbicides, they be properly trained or certified in accordance with the Virginian Pesticide Control Act;
- FCCP ensures that employees and contractors servicing as plan reviewers, inspectors, program administrators, and construction site operators obtain the appropriate certifications as required under the Virginia Erosion and Sediment Control Law and its attendant regulations.
- FCCP ensures that relevant employees obtain and maintain the appropriate certifications as required under the Virginia Erosion and Sediment Control Law and its attendant regulations;
- FCCP provides biennial training to appropriate employees in good housekeeping and pollution prevention practices that are to be employed in and around recreational facilities;
- The appropriate emergency response employees are trained in spill responses. A summary of the training or certification program provided to emergency response employees are included in the first annual report;

### **2.1     *Affected Staff***

FCCP positions/functions that are required to receive training by the MS4 General Permit include the following: Facilities Department and Safety Department. Staff receive training related to stormwater pollution prevention appropriate to their responsibilities.

## **2.2 Training Topics**

Training may be a combination of in-house, commercially available, and/or coordinated course offerings with other local MS4 training events.

### **2.2.1 Illicit Discharge Recognition**

Illicit discharge recognition training is required for Facilities Department and Safety Department staff. An annual review of training needs will be conducted to ensure that all staff is trained on a biennial basis. Illicit discharge recognition training includes the following:

- What constitutes an illicit discharge;
- Where stormwater intakes are located;
- How to identify an illicit discharge and what to look for when observing drains; and
- How, when, and to whom to report suspected illicit discharges.

### **2.2.2 Good Housekeeping and Pollution Prevention**

Good housekeeping and pollution prevention training is required for Facilities Department and Safety Department staff. The training is required for practices employed during road, street, and parking lot maintenance; in and around maintenance and public works facilities; and in and around recreational facilities. An annual review of training needs will be conducted to ensure that all staff is trained on a biennial basis. Good housekeeping and pollution prevention is a significant portion of the SWPPP, provided in Appendix I. Training on this topic will be conducted as described in the SWPPP and covers the following topics:

- Assessing the nature and magnitude of a release;
- Describing housekeeping and material management practices at the site;
- Explaining the importance of minimizing contamination;
- Familiarizing employees with pollutant sources; and
- Identifying hazards associated with pollutant sources.

### **2.2.3 Certification and training under the Virginia Pesticide Control Act**

There are currently no pesticide applicators employed by FCCP. An annual review of pesticide operations will be conducted to determine if operations at the facility have changed and if training will be required.

### **2.2.4 Certification and training under the Virginia Erosion and Sediment Control Law**

Appropriate certification is required for employees and contractors serving as plan reviewers, inspectors, program administrators, and construction site operators. Certifications for staff that are to serve in these roles are required for personnel in the Safety Department and will be required prior to being implemented. There are currently no construction projects planned for FCCP that are subject to Virginia Erosion and Sediment Control Laws. Contractor certifications and training will be the responsibility of the contractor and will be addressed in contract documents. All FCCP staff selected to be certified will have their current certifications and will be required to keep them current. An annual

review of planned construction projects will be conducted to determine if operations at the facility have changed and if certification and training will be required.

#### **2.2.5 Spill Response**

Spill Response training is required for Facilities Department and Safety Department staff. An annual review of training needs will be conducted to ensure that all staff is trained. Spill response procedures and training are documented in the FCCP's Spill Prevention, Control, and Countermeasure plan (provided under separate cover) and in the SWPPP (provided in Appendix I). Training on this topic will be conducted as described in the SWPPP and covers the following topics:

- Preventing a release from reaching the onsite MS4;
- Selection of personal protective equipment;
- Stopping the source of a spill;
- Containing released substance;
- Notifying appropriate onsite personnel;
- Performing necessary cleanup; and
- Preventing released material from migrating off-site.

#### **2.2.6 Ensuring Contractor Compliance**

While the majority of personnel affected by the stormwater management training requirements are employed directly by FCCP, there are cases where contracted individuals are performing jobs that are subject to stormwater training. FCCP's procurement office will be notified of the roles and responsibilities addressed in this plan so that they can add language to contracts that speaks to the training required by the General Permit. At a minimum, the Scope of Work for contracted inspectors will require they have the proper training stormwater training for the work being performed.

### **2.3 *Training Frequency and Compliance***

FCCP will ensure that training is provided, at a minimum, on a biennial basis, upon hiring, and when staff members transfer into new/different positions. Documentation of training, including the training date, the number of employees attending the training, and the objective of the training event are maintained for a period of three years after each training event. Employee training forms are provided in the SWPPP, provided in Appendix I.

### **2.4 *Evaluation of Training Plan Effectiveness***

FCCP will review the training provided annually within the appropriate departments. At that time, the staff population requiring training will be compared to actual training received. Additionally, the plan will be evaluated to determine whether all appropriate staff is included in the training planning. Any shortfalls or changes that are identified will be documented and added to this Plan.



## **Appendix G**

### **VSMP General Permit Registration Statement**



**VSMP GENERAL PERMIT REGISTRATION STATEMENT FOR STORMWATER DISCHARGES  
FROM SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS [VAR04]**

(Please Type or Print All Information)

(The applicable fee specified in Form DCR 199-145 must additionally be submitted to the address given in that form to obtain coverage)

**1. Regulated Small MS4**

Name: Petersburg Federal Correctional Complex

Type: ☐ City ☐ County ☐ Incorporated Town ☐ Unincorporated Town ☐ College or University  
☐ Local School Board ☐ Military Installation ☐ Transport System ☒ Federal or State Facility ☐ Other

Location (County or City): Prince George County

**2. Regulated Small MS4 Operator**

Name: Petersburg Federal Correctional Complex

Address: PO Box 90026 Petersburg, VA 23804

City: Petersburg State: VA Zip: 23804

**3. Hydrologic Unit Code(s) as identified in the most recent version of Virginia's 6th Order National Watershed Boundary Dataset currently receiving discharges or that have potential to receive discharges from the regulated small MS4:**

Appomattox River-Ashton Creek (JA45, 020802071002)

**4. Attach a description of the estimated drainage area, in acres, served by the regulated small MS4 discharging to any impaired receiving surface waters listed in the most recent Virginia 305(b)/303(d) Water Quality Assessment Integrated Report, and a description of the land use of each such drainage area.**

**5. Any TMDL waste loads allocated to the regulated small MS4 (this information may be found at <http://www.deq.state.va.us/tmdl/develop.html>):**

There are no Waste Loads Allocated to this MS4

**6. The name(s) of any regulated physically interconnected MS4s to which the regulated small MS4 discharges.**

VDOT and potentially: Fort Lee, Riverside Regional Jail Authority  
and the Virginia Department of Corrections

**7. A copy of the MS4 Program Plan that includes:**

**a. A list of BMPs that the operator proposes to implement for each of the stormwater minimum control measures and their associated measurable goals pursuant to 4VAC50-60-1240, Section II B; that includes:**

**i. A list of the existing policies, ordinances, schedules, inspection forms, written procedures, and other documents necessary for BMP implementation; and**

**ii. The individual, department, division, or unit responsible for implementing the BMP;**

**b. The objective and expected results of each BMP in meeting the measurable goals of the stormwater minimum control measures;**

**c. The implementation schedule including any interim milestones for the implementation of a proposed new BMP; and**

d. The method that will be utilized to determine the effectiveness of each BMP and the program as a whole.

8. List all existing signed agreements between the operator and any applicable third parties where the operator has entered into an agreement in order to implement minimum control measures or portions of minimum control measures.

Not Applicable


9. The name, address, telephone number and e-mail address of either the principal executive officer or ranking elected official as defined in 4VAC50-60-370.

Eric D. Wilson, Warden  
PO Box 90026 Petersburg, VA 23804  
804-504-7200 ext. 2001 (Wardens Office) edwilson@bop.gov

10. The name, position title, address, telephone number and e-mail address of any duly authorized representative as defined in 4VAC50-60-370.

Not Applicable

11. **Certification:** "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."

Print Name: Eric D. Wilson Title: Warden  
Signature:  Date: 4/1/13

For Department of Conservation and Recreation Use Only

Accepted/Not Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Basin \_\_\_\_\_ Stream Class \_\_\_\_\_ Section \_\_\_\_\_ Special Standards \_\_\_\_\_



INSTRUCTIONS for FORM DCR 199-148

**VSMP GENERAL PERMIT REGISTRATION STATEMENT FOR STORMWATER  
DISCHARGES FROM SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS [VAR04]**

**WHO MUST FILE THE REGISTRATION STATEMENT**

This registration statement must be completed and submitted by any regulated small MS4 requesting coverage under the above general permit for stormwater discharges.

1. Operators are regulated if they operate a small MS4, including but not limited to systems operated by federal, state, and local governments, including the Virginia Department of Transportation; and:
  - a. The small MS4 is located in an urbanized area as determined by the latest Decennial Census by the Census Bureau. If the small MS4 is not located entirely within an urbanized area, only the portion that is within the urbanized area is regulated; or
  - b. The small MS4 is designated by the Board.
2. An MS4 may be the subject of a petition to the Board to require a VSMP permit for their discharge of stormwater. If the Board determines that an MS4 needs a permit, the owner may use this registration statement to apply for coverage under the above general permit.

**WHERE TO FILE THE REGISTRATION STATEMENT**

The completed registration statement (with all attachments), a copy of the fee form and a copy of your check should be sent to the DCR's Stormwater Permitting Section in the Division of Soil and Water Conservation. The original fee form, application fee (as specified by Form DCR 199-145), and a copy of the registration statement (without attachments) should be sent to the DCR's Division of Finance, Accounts Payable at the address given on the fee form.

**COMPLETENESS**

Complete all items except where indicated in order for your registration statement to be accepted. Attach separate sheets of paper for Item 4 (Impaired Waters Information) and Item 7 (MS4 Program Plan).

**DEFINITIONS**

"Best management practice (BMP)" means schedules of activities, prohibitions of practices, including both a structural or nonstructural practice, maintenance procedures, and other management practices to prevent or reduce the pollution of surface waters and groundwater systems from the impacts of land-disturbing activities. BMPs also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

"Operator" means the owner or operator of any facility or activity subject to regulation under the VSMP program.

"Small MS4" means all separate storm sewers that are: (1) Owned or operated by the United States, a state, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to state law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under state law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under subsection 208 of the CWA that discharges to surface waters; and (2) Not defined as "large" or "medium" municipal separate storm sewer systems, or designated under 4 VAC50-60-380 A 1. This term includes systems similar to separate storm sewer systems in municipalities, such as systems at military bases, large hospital or prison complexes, and highways and other thoroughfares. The term does not include separate storm sewers in very discrete areas, such as individual buildings.

**LINE BY LINE INSTRUCTIONS**

**Item 1. Regulated Small MS4**

Provide the name of the regulated small MS4.  
Check the appropriate type of regulated small MS4

(DCR 199-148) (07/08)

Provide the location (county name or city name) where the small MS4 is located.

**Item 2. Regulated Small MS4 Operator**

Provide the name of the operator of the regulated small MS4.  
Provide the small MS4 operator's address.  
Provide the small MS4 operator's city, state and zip code.

**Item 3. Receiving Waters**

Provide the Hydrologic Unit Codes as identified in the most recent version of Virginia's 6th Order National Watershed Boundary Dataset currently receiving discharges or that have potential to receive discharges from the regulated small MS4. An interactive map is available on-line at  
[http://www.dcr.virginia.gov/soil\\_&\\_water/hu.shtml](http://www.dcr.virginia.gov/soil_&_water/hu.shtml)

**Item 4. Impaired Waters Information**

Attach a description of the estimated drainage area, in acres, served by the regulated small MS4 discharging to any impaired receiving surface waters listed in the most recent Virginia 305(b)/303(d) Water Quality Assessment Integrated Report, and a description of the land use of each such drainage area.

**Item 5. TMDL Waste Load Allocations**

Provide any TMDL waste loads allocated to the regulated small MS4. This information may be found at:  
<http://www.deq.state.va.us/tmdl/develop.html>.

**Item 6. Discharges to Physically Interconnected MS4s**

List the name(s) of any regulated physically interconnected MS4s to which the regulated small MS4 discharges.

**Item 7. MS4 Program Plan**

Attach a copy of the **MS4 Program Plan** that includes:

- a. A list of BMPs that the operator proposes to implement for each of the stormwater minimum control measures and their associated measurable goals pursuant to 4VAC50-60-1240, Section II B; that includes:
  - i. A list of the existing policies, ordinances, schedules, inspection forms, written procedures, and other documents necessary for BMP implementation; and
  - ii. The individual, department, division, or unit responsible for implementing the BMP;
- b. The objective and expected results of each BMP in meeting the measurable goals of the stormwater minimum control measures;
- c. The implementation schedule including any interim milestones for the implementation of a proposed new BMP; and
- d. The method that will be utilized to determine the effectiveness of each BMP and the program as a whole.

**Item 8. Signed Third Party Agreements**

List all existing signed agreements between the operator and any applicable third parties where the operator has entered into an agreement in order to implement minimum control measures or portions of minimum control measures.

**Item 9. Principal Executive Officer or Ranking Elected Official**

Provide the name, address, telephone number and e-mail address of either the principal executive officer or ranking elected official as defined in 4VAC50-60-370.

**10. Duly Authorized Representative**

Provide the name, position title, address, telephone number and e-mail address of any duly authorized representative as defined in 4VAC50-60-370.

**Item 11. Certification**

State law provides for severe penalties for submitting false information on this Registration Statement. State regulations require this Registration Statement to be signed as follows:

(1) For a corporation: by a responsible corporate officer. For the purpose of this subsection, a responsible corporate officer means:

- (a) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or
- (b) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;

(2) For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or

(3) For a municipality, state, federal, or other public agency: By either a principal executive officer or ranking elected official. For purposes of this subsection, a principal executive officer of a public agency includes:

- (a) The chief executive officer of the agency, or
- (b) A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.